Administrative Services

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Director

Financial Services Section

The Division of Administrative Services provides support to all divisions within the department to insure state policies and procedures are implemented to meet audits conducted throughout the year by state finance and the state auditor's offices. We have added new federal grants each year and to date we are tracking over 30 federal grants. We are responsible for processing more than 450 state grants and contracts annually. Purchasing cards are being used by the majority of the field staff, and few requests for petty cash reimbursements are being requested by employees.

Risk Management

The Department's Risk Committee meets quarterly to review liability issues. State Risk Management Division annually inspects offices leased by the Utah Department of Agriculture and provides recommendations that will assure conformance with applicable safety standards and fire code. The Department's Risk Committee recommended that letters be sent to leasors that are out of compliance with the audit. The Accident Review Committee is required to notify drivers who have had preventable accidents to take driver's safety training and/or certification to continue driving state vehicles.

Geographical Information System

Geographical Information System (GIS) section provides mapping support for Insect programs, Groundwater, West Nile Virus, and Homeland Security data collection along with many other programs. We are working with Department of Technology Services (DTS) in updating our web page.

Other Services

The division provides building security & surveillance, mail distribution, audit services, asset management, surplus and many other services.

Examples of Cost Efficiencies Implemented

· Employees in two divisions are now entering timesheets online. Saving office support time to enter each timesheet.
· All paycheck and earning statements are mailed. Saving pickup and distribution time.
· Cash deposits are picked up three times a week by a secured vendor for depositing which. Saving employee time making daily deposits.
· Proposed plan being developed to meet the Statewide Vehicle Efficiency "Cost Efficiency Plan" per H.B. 110.

This year, DTS at the Department of Agriculture and Food has made several changes to enhance our support of the department's goals and mission.

We implemented a web based anonymous customer satisfaction survey to assess where we could improve. As a result of feedback received through the surveys we enhanced our Help Desk software to give more information to those reporting a problem by sending e-mail messages. We changed the day we held our Application Change meetings and expanded it to include a discussion of all IT changes affecting the department.

We modified our monthly report to directors using color codes to make it easier to see how well DTS is fulfilling our Service Level Agreement.

IT purchasing is no longer done by UDAF employees but is now done by DTS staff assigned to UDAF and DTS staff on Capitol hill.

We expanded our desktop support hours to cover 7 a.m. to 5 p.m. in order to assure that nearly all of the hard working employees at the department have access to computer resources during all of their work hours.

We have always wiped clean the memory from surplus equipment to protect the department and its customers but this year we have formalize the process to assure nothing can slip through the cracks. We went through all of our databases with a fine toothed comb to assure there were no unnecessary private customer data (like Social Security Numbers) and purged unnecessary private data from backups.

New WAN equipment and lines were installed to boost the speed of the network outside of the building to 1 gigabit and we are in the process of upgrading network switches inside the building to achieve gigabit speed to the desktops.

We assisted in publishing the 2006 Annual report on CD.

In addition to maintaining over 50 existing applications we also made enhancements to the following applications: Chemistry analysis, Dairy (truck inspections), Dairy (grade B inspections), and Seed lab analysis.

DTS enterprise wrote a new Food SMS client. This will allow food inspectors to use there laptop computers to electronically record inspections then transmit them to the main office later in the day. This will increase accuracy and give a more readable copy to the establishments that are inspected. We also set up a web based survey so that establishments which have been inspected could give feed back on how to improve our food inspections.

The Conservation District Election program was completely rewritten and now allows web based voter registration requests and extends the deadline for registering to vote.

The Weights and Measures inspection program (WinWam) operates as a stand alone application on inspectors' laptop computers and their data can now be effortlessly merged into the central database. This frees up a fuel analyst to do his work, maintains backups of inspections, and simplifies the laptop update procedure for inspectors.